



Documentation EZLink Step-by-Step
Sending Medicaid Claim Attachments

State of Michigan Department of Community Health

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Documentation EZLink Quick Steps
Sending Medicaid Claim Attachments
Michigan Department of Community Health

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Faxing Medicaid Claim Attachments to MDCH

Claim Submissions

1. Submit the claim electronically with "**EZLINK**" as the first text in the remarks section. (Loop 2300, segment NTE)
2. Fill out the applicable Institutional or Professional cover letter. (available on the MDCH website - www.michigan.gov/medicaidproviders)
 - Make sure to include:
 - Recipient ID (eight characters)
 - Provider Type & ID or NPI
 - "From" date of service (mm/dd/yyyy)
 - Number of attached pages (including the cover letter)
 - All documentation must:
 - Be unique to only one recipient
 - Be clear and legible
 - Contain the number of pages identified on the cover letter
3. Fax the cover letter and associated documentation to **Documentation EZLink** at:
 - [Professional Providers: 866-584-8081](tel:866-584-8081)
 - [Institutional Providers: 866-472-4799](tel:866-472-4799)
4. Once received, the documentation is filed for use in processing **only** electronic claims.

Electronic Billing

- When the provider electronically bills MDCH they must submit the required documentation at that time through **Documentation EZLink**.
- The invoice must show "**EZLINK**" as the first text in the remarks section (Loop 2300, segment NTE)

Documentation Will Be Returned If:

- The required information is not filled out on the cover letter.
- The documentation is for more than one recipient.
- The documentation is not legible.



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Accessing Documentation EZLink On-Line

- 1) Enter the following address into your web browser:

<https://healthcare.covisint.com/portal/private/mdch>

- 2) Enter your username and password.
- 3) Click the **Login** button.

- 4) Select **Documentation EZLink** from the menu on the left side of your screen.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Finding or Creating a Patient Record

1) Click on the **Lookup** menu.

2) Select **Patient**.

- 1) Click on the **Lookup** menu.
- 2) Select **Patient**.

3) Type in a few letters of the patient's last name.

4) Click the **Search** button.

- 3) Type in a few letters of the patient's last name.
- 4) Click the **Search** button.

5) If the patient record exists in Documentation EZLink it will appear at the bottom of the screen. Click on the patient name in the resulting list to open the patient record. Skip Steps 6-8.

6) If the patient record does not appear a new record must be created. Click on **New**.

- 5) If the patient record exists in Documentation EZLink it will appear at the bottom of the screen. Click on the patient name in the resulting list to open the patient record. Skip Steps 6-8.
- 6) If the patient record does not appear a new record must be created. Click on **New**.



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7

8

7

Save Help Logout

MDCH Main Window → Patient Search → Add Patient

Add Patient

View Patient Information

Last Name: * Rubble Unique ID: 875520789

First Name: * Barney Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy) 7

Middle Name: SSN: 456 - 45 - 4567

Suffix: Column Reference: Message Reference: --Select a Message Reference--

Linked Work Lists

All Available Work Lists: Add Work Lists Linked to this Patient: * Remove

Intake

Non-Viewable Comments:

Save

* Required field

- 7) The minimum information required to create a patient is the last name, first name and date of birth. Fill in the remaining information if you have it.
- 8) Click the **Save** button.

Note: The red asterisks (*) denote required fields.



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Adding an Electronic Document to a Patient Record

Save Status Auth **1 Documents** Demographics Send Message Help Logout

MDCH Main Wi Flintstone, Fred

View Patient Information

View Patient Information

Last Name: * Flintstone Unique ID: 123456789
First Name: * Fred Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy)
Middle Name: SSN: 111 - 22 - 3333
Suffix: Column Reference:
Message Reference: --Select a Message Reference--

Linked Work Lists

Add Remove

- 1) Select **Documents**.

2 Add Document E-forms Print Help Logout

Add a File
Add By Fax
Add by Print Job

Flintstone, Fred Documents
intstone, Fred

Name	Type	Facility	User	Date
------	------	----------	------	------

- 2) Click on the **Add Documents** menu.
- 3) Select **Add by Print Job**.

Print Close Help

Patient: Flintstone, Fred

Add a Print Job

Document Name * **4** 09/05/2006 H & P

* Required field

5 Print

- 4) Name the document with the following format: "**mm/dd/yyyy document type**"
- 5) Click the **Print** button.

Note: All document names **MUST** begin with the date of service on your cover page followed by the type of document. Not doing so may result in MDCH returning your documents and delay processing your claim.

ProviderLink - Print Now - Windows Internet Explorer

https://providerlink.healthcare.stg.covisint.com/providerlink/do/attach/print/print

Close

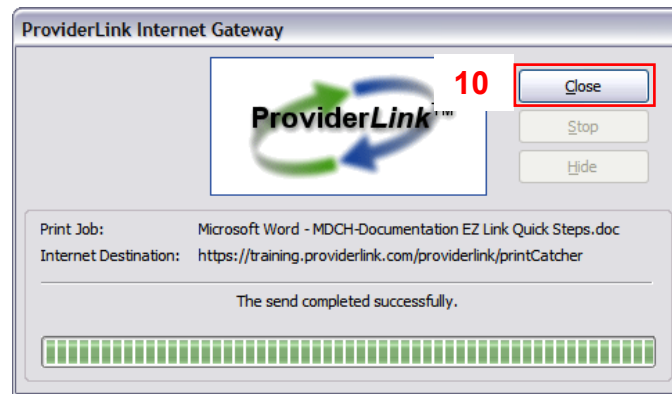
Print Now

Open the application from which you want to print and select "print" from the application's file dropdown menu. Print to the Virtual Printer.

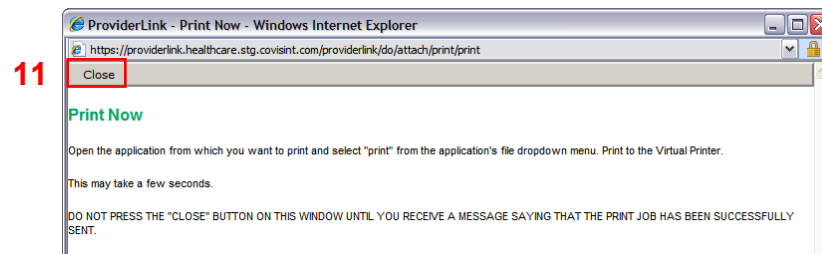
This may take a few seconds.

DO NOT PRESS THE "CLOSE" BUTTON ON THIS WINDOW UNTIL YOU RECEIVE A MESSAGE SAYING THAT THE PRINT JOB HAS BEEN SUCCESSFULLY SENT.

- 6) The **Print Now** window must remain open until you have printed the document.
- 7) Open the program containing the document you wish to attach to the patient record.
- 8) Select the **ProviderLink Virtual Printer**.
- 9) Print the document.

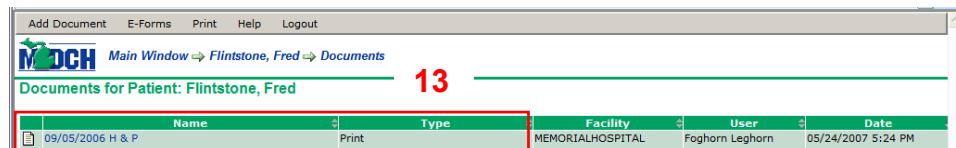


10) Click the **Close** button.



11) Switch to the **Print Now** window.

12) Select Close.



13) The document is now attached to the patient record. Note the **Type** shows **Print**.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Adding an Paper Document to a Patient Record

Save Status Auth **1** Documents Demographics Send Message Help Logout

MDCH Main Window Flintstone, Fred

View Patient Information

View Patient Information

Last Name: * Flintstone Unique ID: 123456789
First Name: * Fred Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy)
Middle Name: SSN: 111 - 22 - 3333
Suffix: Column Reference: Message Reference: --Select a Message Reference--

Linked Work Lists

Add Remove

- 1) Select **Documents**.

2 Add Document E-forms Print Help Logout

3 Flintstone, Fred Documents

Documents for Patient: Flintstone, Fred

Name	Type	Facility	User	Date
------	------	----------	------	------

- 2) Click on **Add Document**.
- 3) Select **Add by Fax**.

Print Help Logout

MDCH Main Window Flintstone, Fred Documents Add Fax

Patient: Flintstone, Fred

Add a Fax

Document Name * **4** 09/05/2006 L & D Notes

5 Print

- 4) Name the document with the following format: **"mm/dd/yyyy document type"**
- 5) Click the **Print** button.

Note: All document names MUST begin with the date of service on your cover page followed by the type of document. Not doing so may result in MDCH returning your documents and delay processing your claim.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health


6 7

Fax Cover Page

9 **Fax to: 1-800-563-9620**

All pages (up to 40 pages) following this cover page will become a document on patient:
Flintstone, Fred

This document will be named:
09/05/2006 L & D Notes



POUVE5

- 6) Select **Print**.
- 7) Select **Close**.
- 8) Place the printed Fax Cover Page on top of your paper document.
- 9) Fax it to the number listed at the top of your Fax Cover Page.

Note: Make sure the bar code on the Fax Cover Page is clearly legible with no streaks.

Add Document E-Forms Print Help Logout

MDCH Main Window → Flintstone, Fred → Documents

Documents for Patient: Flintstone, Fred

Name	Type	Facility	User	Date
09/05/2006 L & D Notes	Fax	MEMORIALHOSPITAL	Foghorn Leghorn	05/24/2007 2:31 PM

- 10) The document is now attached to the patient record. Note the **Type** shows **Fax**.



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Adding an Electronic Form (E-Form) to a Patient Record

Save Status Aut 1 Documents Demographics Send Message Help Logout

MDCH Main Window Flintstone, Fred

View Patient Information

View Patient Information

Last Name: * Flintstone Unique ID: 123456789

First Name: * Fred Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy)

Middle Name: SSN: 111 - 22 - 3333

Suffix: Column Reference: --Select a Message Reference--

Message Reference: --Select a Message Reference--

Linked Work Lists

Add Remove

- 1) From the patient record select **Documents**.

Add Document E-Forms Print Help Logout

MDCH Main Window Flintstone, Fred Documents

Documents for Patient: Flintstone, Fred

Name	Type	Facility	User	Date
09/05/2006 H & P	Print	MEMORIALHOSPITAL	Foghorn Leghorn	05/24/2007 5:24 PM
09/05/2006 L & D Notes	Fax	MEMORIALHOSPITAL	Foghorn Leghorn	05/24/2007 2:31 PM

- 2) Select **E-Forms** then the appropriate form from the drop down list.

Save Save 4 Save and Close Check Text Format PDF Format Help Logout

MDCH Main Window Flintstone, Fred Documents Institutional Claims

Institutional Claim Documentation Review Area Cover Letter

* indicates a required field

FROM

Facility Name: * MEMORIAL HOSPITAL

Contact Person Name: * Foghorn Leghorn

Contact Person Title: *

Contact Person Phone: * 555-555-5555

NPI #: *

Provider Type and ID #: *

REQUIRED

Patient Medicaid ID #: *

- 3) Fill out the form.
- 4) Select **Save and Close**.

Note: The red asterisks (*) denote required fields.

Add Document E-Forms Print Help Logout

MDCH Main Window Flintstone, Fred Documents

Documents for Patient: Flintstone, Fred

Name	Type	Facility	User	Date
09/05/2006 H & P		MEMORIALHOSPITAL	Foghorn Leghorn	05/24/2007 5:24 PM
09/05/2006 L & D Notes		MEMORIALHOSPITAL	Foghorn Leghorn	05/24/2007 2:31 PM
Institutional Claims 05/24/2007 02:14 PM	E-Form Institutional Claims	MEMORIALHOSPITAL	Foghorn Leghorn	05/24/2007 2:14 PM

- 5) The document is now attached to the patient record. Note the **Type** shows **E-Form**.



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Sending On-Line Claim Attachments to MDCH

The screenshot shows the MDCH EZLink interface for patient information. The 'View Patient Information' section displays fields for Last Name (Flintstone), First Name (Fred), Birthdate (01/01/2007), SSN (111-22-3333), and Unique ID (123456789). The 'Linked Work Lists' section shows 'All Available Work Lists' and 'Work Lists Linked to this Patient' (Intake). The 'Status' section shows 'Current Status: None' and 'Current Admission Date: None'. A red box highlights the 'Select a Quick Lookup' dropdown menu, and a red arrow points to the 'MDCH - Institutional Claims Attachments' option.

- 1) Click on the – **Select a Quick Lookup** – drop down list.
- 2) Select the appropriate type of claim you are submitting.

The screenshot shows the MDCH EZLink interface for patient information. The 'View Patient Information' section displays fields for Last Name (Flintstone), First Name (Fred), Birthdate (01/01/2007), SSN (111-22-3333), and Unique ID (123456789). The 'Linked Work Lists' section shows 'All Available Work Lists' and 'Work Lists Linked to this Patient' (Intake). The 'Status' section shows 'Current Status: None' and 'Current Admission Date: None'. A red box highlights the 'Select a Quick Lookup' dropdown menu, and a red arrow points to the 'MDCH - Institutional Claims Attachments' option.

- 3) From the patient record select the claim type you added in Step 2. (**MDCH-Institutional Claims Attachment** or **MDCH-Professional Claims Attachment**)



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Send Templates Print Help Logout

MDCH Main Window ⇒ Patient Search ⇒ Flintstone, Fred ⇒ Create Message

Create Message for Patient: Flintstone, Fred DOB: 01/01/2007

To Recipients: * -- Select Recipients --
MDCH - Institutional Claims Attachments - Online

From Mailbox: Main

Documents To Attach: Browse **4**

Subject:

Message:

- 4) Click on the Browse button to access a list of documents for the recipient.

Save Close Help

Documents for Flintstone, Fred

Name	Type
Home	Folder
<input type="checkbox"/> test external print app07/28/2008 14:36 PM	Print
<input type="checkbox"/> 05/05/2008 H&P07/24/2008 07:35 AM	Print
<input type="checkbox"/> test10/23/2007 15:29 PM	Print
<input type="checkbox"/> 05/01/2007 EOP05/29/2007 12:51 PM	Print
<input checked="" type="checkbox"/> 09/05/2006 Notes05/29/2007 07:32 AM	Print
<input checked="" type="checkbox"/> 09/05/2006 H & P05/24/2007 16:24 PM	Print
<input checked="" type="checkbox"/> 09/05/2006 L & D Notes05/24/2007 13:31 PM	Fax
<input checked="" type="checkbox"/> Institutional Claims 05/24/2007 02:14 PM	E-Form Institutio

5

6 Save

- 5) Check the box next to all of the documents you need to send to MDCH.
- 6) Click the Save button.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Send Templates Print Help Logout

MDCH Main Window → Patient Search → Flintstone, Fred → Create Message

Create Message for Patient: Flintstone, Fred DOB: 01/01/2001

To Recipients: *
MDCH - Institutional Claims Attachments - Online

From Mailbox:

Documents To Attach:

Subject: 7

Message: 8

9

* Required field

- 7) Enter the date of service (mm/dd/yyyy) followed by your provider type (2-digits) and your provider ID (7-digits) **OR** your NPI number (10 digits) in the **Subject** line. (e.g. 09/05/2006 227777777 **OR** 09/05/2006 1111111111)
- 8) Add text in the **Message** area if you have special instructions for MDCH.
- 9) Click the **Send** button.

Note: Documents can be removed from the message by double clicking them in the Documents to Attach: area.

Note: If you did not fill out any of the required fields of an e-form red text will appear beneath the Subject: area notifying you of which fields are missing information.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

The screenshot shows the MDCH EZLink interface. At the top is a menu bar with options: Save, Status, Authorizations, Documents, Demographics, Send Message, Help, and Logout. Below the menu is the MDCH logo and the text 'Main Window → Rubble, Barney'. The main section is titled 'View Patient Information'. It contains a form with the following fields: Last Name: Rubble, First Name: Barney, Middle Name: (empty), Suffix: (empty), Unique ID: 875520789, Birthdate: 01/01/2007 (mm/dd/yyyy), SSN: 456-45-4567, Column Reference: (empty), and Message Reference: --Select a Message Reference-- (dropdown). Below this is a section titled 'Linked Work Lists'. It has an 'Add' button and a list of 'All Available Work Lists' (empty). To the right, under 'Work Lists Linked to this Patient:', there is a list with 'Intake' and a 'Remove' button. Below the work lists is a 'Status' section with a table of patient status information. At the bottom left, there is a 'Save' button. Red numbers 8, 9, and 10 are overlaid on the screenshot to indicate specific steps: 8 points to the 'Intake' work list, 9 points to the 'Remove' button, and 10 points to the 'Save' button.

Save Status Authorizations Documents Demographics Send Message Help Logout

MDCH Main Window → Rubble, Barney

View Patient Information

View Patient Information

Last Name: * Rubble Unique ID: 875520789

First Name: * Barney Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy)

Middle Name: SSN: 456 - 45 - 4567

Suffix: Column Reference: Message Reference: --Select a Message Reference--

Linked Work Lists

All Available Work Lists: Add Work Lists Linked to this Patient: * Remove 9

Intake 8

Status

Current Status:	None
Current Admission Date:	None
Last Discharge Date:	None
Deceased Date:	None
Last Document Added:	None
Current Authorization:	None
Next Review Date:	None
Unread Messages:	0
History Items:	2
Tasks:	0
Alerts:	0

Linked Mailboxes

-- Select a Quick Lookup --

MEMORIALHOSPITAL - Main	Online
MDCH - Institutional Claims Attachments	Online

10 Save

10) Click **Intake** in the **Work Lists Linked to this Patient** area.

11) Click the **Remove** button.

12) Click the **Save** button.

Note: This removes the patient from your worklist but DOES NOT remove them from Documentation EZLink. You can access this patient and all associated documentation at any time by searching. (See Finding or Creating a Patient Record beginning on page 5)

Note: The patient will reappear on your worklist if MDCH sends you a message regarding their claim attachments.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Tracking Messages

Save Status Authorizations Documents Demographics Send Message Help Logout

MDCH Main Window → Rubble, Barney

View Patient Information

View Patient Information

Last Name: * Rubble Unique ID: 875520789
First Name: * Barney Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy)
Middle Name: SSN: 456 - 45 - 4567
Suffix: Column Reference:
Message Reference: --Select a Message Reference--

Linked Work Lists

All Available Work Lists: Add Work Lists Linked to this Patient: * Remove
Intake

Status

Current Status: None
Current Admission Date: None
Last Discharge Date: None
Deceased Date: None
Last Document Added: None
Current Authorization: None
Next Review Date: None

Linked Mailboxes

-- Select a Quick Lookup --
MEMORIALHOSPITAL - Main Online [i]
MDCH - Institutional Claims Attachments Online [i]

Unread Messages: 0
History Items: 2
Tasks: 0
Alerts: 0

Save

1) Click on History Items.

Audit Trail Print Help Logout

MDCH Main Window → Rubble, Barney → History

Message History for Patient: Rubble, Barney

2 Total, 1 of 1 page(s)

Date Sent	User	To	From	Subject	Read	Reply
05/24/2007 9:48 AM	Andy Stahlbusch	MEMORIALHOSPITAL - Main	MDCH	RE:05/24/2006 227777777		
05/24/2007 8:02 AM	FOGHORN LEGHORN	MDCH - Professional Claims Attachments	MEMORIALHOSPITAL	05/24/2006 227777777		

2) If there is information in the Read column, MDCH has read the message.

IMPORTANT: DO NOT click on the Subject to open the message if it has not been read by MDCH. This will mark the message as being read by you and thus will NOT register when MDCH opens it.

Note: Newer messages appear at the top of the list.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Reading and Replying to Messages from MDCH

New Lookup Print Refresh Help Logout

MDCH Unread Messages: 1 Patients: 1 Tasks: 0 Facility: MEMORIALHOSPITAL
Reviews Due: 0 Alerts: 0 View: Intake User: FLEGHORN

Current View: Patient List
1 Total, 1 of 1 page(s)

Patient	ID	Reference	Tasks	Status	Auths	Next	Unread	Documents
Rubble, Betty			-	None	None		1	05/24/2007

- 1) Click on the red number in the **Unread** column.

Note: Patients will reappear on your worklist if MDCH replies to your message regarding their claim attachments.

Help Logout

MDCH Main Window ⇒ Rubble, Betty ⇒ Unread

Unread Messages for Patient: Rubble, Betty

Date	From	To	Subject	Unread
05/24/2007 11:04 AM	MDCH - Professional Claims Attachments	Main	RE:09/05/2006 227777777	0

- 2) Click on the subject of the message.

Reply Forward Mark Unread Contact Auth Print Help Logout

MDCH Mail 4 ⇒ Rubble, Betty ⇒ Unread ⇒ View Message

View Message for Patient: Rubble, Betty

To: Facility: MEMORIALHOSPITAL Main
Mailbox Name: Main
Other Reference: Online
Connection: Online

From Mailbox: Facility: MDCH Professional Claims Attachments
Mailbox Name: Andy Stahlbusch
User: Andy Stahlbusch
Unique ID: Andy Stahlbusch
Reference: Andy Stahlbusch

05/24/2007 11:04 AM
Message Status: Sent
No reply requested by sender

Attached Documents: [Dropdown]

Subject: RE:09/05/2006 227777777

Message:
Dear Provider:

Thank you for submitting your claims attachments through Documentation EZLink! Unfortunately, we are unable to process your claim with this documentation at this time. Your documentation is being rejected for the following reason(s):

- ___ Missing or incomplete cover form
- ___X Missing or inadequate documentation
- ___ Attached documents missing Date of Service in document name
- ___ Message subject missing Date of Service
- ___ Other:

Please resubmit your message with the appropriate corrections within 10 days.

Thank you!
MDCH

- 3) Read the response from MDCH and take the appropriate actions.
- 4) Click on the patient's name to return to the Patient Information screen.

Note: The patient will remain on your worklist until you address all of the issues identified.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Save Status Authorizations Documents Demographics Send Message Help Logout

MDCH Main Window → Rubble, Betty

View Patient Information

View Patient Information

Last Name: * Rubble Unique ID:
First Name: * Betty Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy)
Middle Name: SSN:
Suffix: Column Reference:
Message Reference: --Select a Message Reference--

Linked Work Lists

All Available Work Lists: Work Lists Linked to this Patient: *
 Intake

Status

Current Status: None
Current Admission Date: None
Last Discharge Date: None
Deceased Date: None
Last Document Added: 05/24/2007
Current Authorization: None
Next Review Date: None
Unread Messages: 0
History Items: 2
Tasks: 0
Alerts: 0

Linked Mailboxes

-- Select a Quick Lookup --
MEMORIALHOSPITAL - Main Online ☐
MDCH - Professional Claims Attachments Online ☐

5) Resolve any issues identified by MDCH.

6) Click on **History Items**.

Audit Trail Print Help Logout

MDCH Main Window → Rubble, Betty → History

Message History for Patient: Rubble, Betty

2 Total, 1 of 1 page(s)

Date Sent	User	To	From	Subject	Read	Reply
05/24/2007 11:04 AM	Andy Stahlbusch	MEMORIALHOSPITAL - Main	MDCH	RE:09/05/2006 227777777	0	05/25/2007 6:53 AM
05/24/2007 11:03 AM	FOGHORN LEGHORN	MDCH - Professional Claims Attachments	MEMORIALHOSPITAL	09/05/2006 227777777	1	05/24/2007 11:04 AM

7) Click on the subject of the message from MDCH.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

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Reply Forward Mark Unread Contact Auth Print Help Logout

MDCH Main Window ⇒ Rubble, Betty ⇒ History ⇒ View Message

View Message for Patient: Rubble, Betty

DOB: 01/01/2007

To:	Facility: MEMORIALHOSPITAL Mailbox Name: Main Other Reference: Connection: Online	From Mailbox:	Facility: Mailbox Name: User: Unique ID: Reference:	MDCH Professional Claims Attachments Andy Stahlbusch
-----	--	---------------	---	---

05/24/2007 11:04 AM No reply requested by sender
Message Status: Sent Read By: FOGHORN LEGHORN 05/25/2007 6:53 AM

Attached Documents:

Subject: RE:09/05/2006 22777777

Message:
Dear Provider:

Thank you for submitting your claims attachments through Documentation EZLink! Unfortunately, we are unable to process your claim with this documentation at this time. Your documentation is being rejected for the following reason(s):

- ☐ Missing or incomplete cover form
- ☒ Missing or inadequate documentation
- ☐ Attached documents missing Date of Service in document name
- ☐ Message subject missing Date of Service
- ☐ Other:

Please resubmit your message with the appropriate corrections within 10 days.

Thank you!
MDCH

8) Click Reply.

Send Templates Print Help Logout

MDCH Main Window ⇒ Bird, Tweetie ⇒ History ⇒ View Message ⇒ Create Message

Create Message for Patient: Bird, Tweetie DOB: 01/01/2006

To Recipients: * -- Select Recipients --
MDCH - Institutional Claims Attachments - Online

From Mailbox: Main

Documents To Attach:

Subject: RE:09/05/2006 22777777

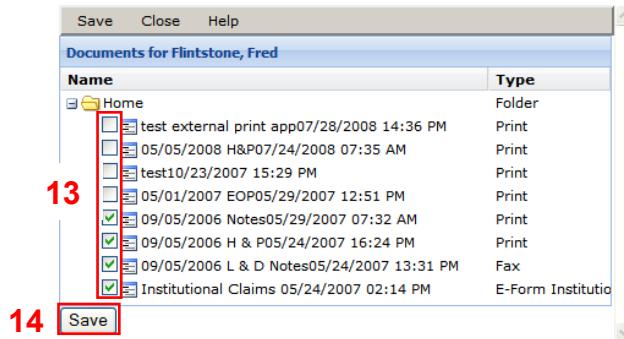
Message:

-----You are replying to the following message-----
Subject: 09/05/2006 22777777
Sent: 08/31/2007 9:47 AM

Browse 9

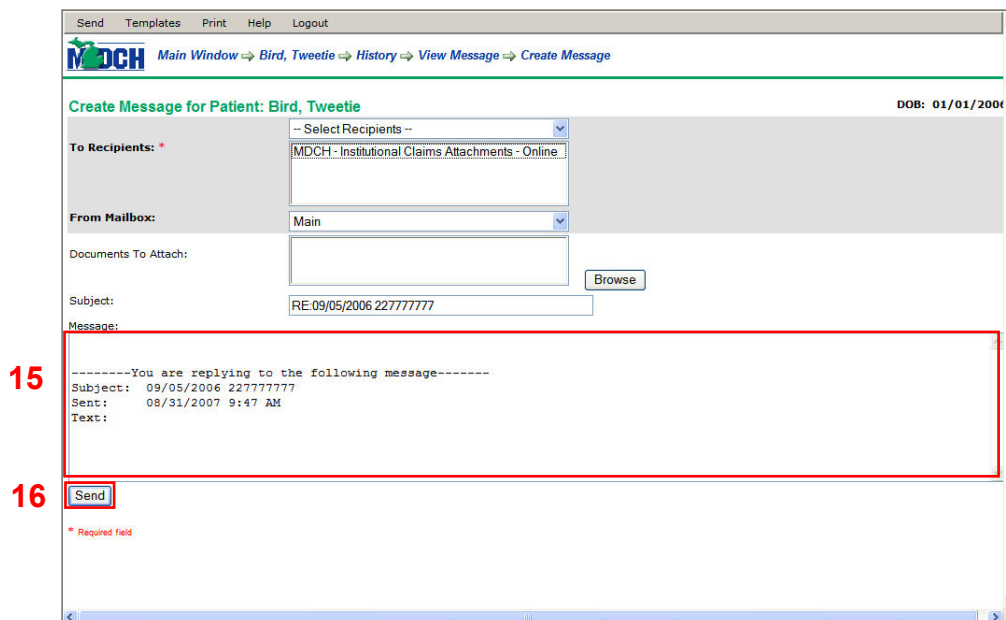
9) Attach any additional documents by clicking on the **Browse** button.

Note: You DO NOT need to send all of the documents to MDCH again. Only attach any documentation you have made changes to or added to the patient record.



13) Check the box next to all of the documents you need to send to MDCH.

14) Click the **Save** button.



15) Enter the text of any message you would like to send to MDCH.

16) Click the **Send** button.



Documentation EZLink Quick Steps Sending Medicaid Claim Attachments Michigan Department of Community Health

Audit Trail Print Help Logout

MDCH Mail **12** Rubble, Betty History

Message History for Patient: Rubble, Betty

3 Total, 1 of 1 page(s)

Date Sent	User	To	From	Subject	Read	Reply
05/25/2007 7:13 AM	FOGHORN LEGHORN	MDCH - Professional Claims Attachments	MEMORIALHOSPITAL	RE:RE:09/05/2006 227777777	0 unread	
05/24/2007 11:04 AM	Andy Stahlbusch	MEMORIALHOSPITAL	MDCH	RE:09/05/2006 227777777	0 05/25/2007 6:53 AM	
05/24/2007 11:03 AM	FOGHORN LEGHORN	MDCH - Professional Claims Attachments	MEMORIALHOSPITAL	09/05/2006 227777777	1 05/24/2007 11:04 AM	

17) Click on the patient name.

Save Status Authorizations Documents Demographics Send Message Help Logout

MDCH Main Window Rubble, Barney

View Patient Information

View Patient Information

Last Name: * Rubble Unique ID: 875520789

First Name: * Barney Birthdate: * 01 / 01 / 2007 (mm/dd/yyyy)

Middle Name: SSN: 456 - 45 - 4567

Suffix: Column Reference: Message Reference: --Select a Message Reference--

Linked Work Lists

All Available Work Lists: Add Work Lists Linked to this Patient: * Remove 14

Intake 13

Status

Current Status: None

Current Admission Date: None

Last Discharge Date: None

Deceased Date: None

Last Document Added: None

Current Authorization: None

Next Review Date: None

Unread Messages: 0

History Items: 2

Tasks: 0

Alerts: 0

Linked Mailboxes

-- Select a Quick Lookup --

MEMORIALHOSPITAL - Main Online

MDCH - Institutional Claims Attachments Online

15 Save

18) Click **Intake** in the **Work Lists Linked to this Patient** area.

19) Click the **Remove** button.

20) Click the **Save** button.

Note: This removes the patient from your worklist but DOES NOT remove them from Documentation EZLink. You can access this patient and all associated documentation at any time by searching. (See Finding or Creating a Patient Record beginning on page 5)

Note: The patient will reappear on your worklist if MDCH sends you any additional messages regarding their claim attachments.